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FINAL DRAFT

TECHNICAL SUPERVISION OF TRAINING ACTIVITIES

1. PURPOSE:

The purpose of this regulation is to establish specific responsibility and authority for the technical supervision of training activities.

2. SCOPE:

This regulation applies to the planning and conduct of all training activities carried on by Agency components. This regulation does not apply to training given individually to an Agent by a case officer, nor to training given on the job to an employee by his supervisor. It does include training [REDACTED] as well as in headquarters [REDACTED] This regulation supplements responsibilities given to the Director of Training in Agency Regulation [REDACTED]

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3. POLICY:

- a. The Director of Training will exercise responsibility for technical supervision of the total training effort of the Agency regardless of the allocation of line responsibility for training in any given case.
- b. The Director of Training will bring the experience and competence of his Office to bear upon removal of deficiencies in the Agency's training effort through technical review of existing training conducted by other components of the Agency; through technical assistance in the planning of new training activities; and through review and approval of the qualifications of instructor personnel.

4. RESPONSIBILITIES:

a. For Review of Existing Training Activities;

- (1) The Director of Training will review all existing training activities, including training objectives, courses of instruction, training doctrine, course content, lesson plans, methods of instruction, and instructional materials and aids employed in [REDACTED] training activities conducted by Agency components, and the qualifications of instructors engaged in these activities.

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- (2) The Director of Training will support training activities of the Agency by providing appropriate instructional materials upon request, or on initiative of the Director of Training.
- (3) The Director of Training will conduct field inspections and review training activities, installations, and programs.
- (4) The Director of Training will submit reports to the Director of Central Intelligence, and the Chiefs of Major Components concerned, on the status of the Agency's training effort, together with recommendations for its improvement.

b. For Technical Assistance in Planning New Training Activities;

- (1) The Director of Training will maintain staff coordination with all components of the Agency in the preliminary stages of the planning and development of new training projects or activities. Staff coordination will include:
 - (a) Giving technical assistance in formulating the training objectives.
 - (b) Giving technical assistance in planning and developing the various courses of instruction required to meet the training objective in each case, in terms of training doctrine, course content, duration of courses, lesson plans, methods of instruction, and training materials and aids to be employed.
 - (c) Giving technical assistance in providing for the testing, evaluation and assessment of the aptitudes of trainees and the testing and evaluation of the results of the instruction given.
 - (d) Giving technical assistance in selecting training sites and organizational structure for the training activity.
- (2) The Director of Training will give support to all planned and approved training projects of the Agency through providing appropriate instructional materials upon request or on initiative of the Director of Training.

*C. L. Hume
see 9/4a(2)*

c. For Selecting Training Instructors;

- (1) The Director of Training will establish criteria governing the selection of personnel for duty assignments as instructors and make review of the qualifications of personnel nominated for assignment as instructors.

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- (2) Other components of the Agency will obtain from the Director of Training final approval of the assignment of personnel so nominated.

5. PROCEDURES:

a. For Planning New Training Activities;

- (1) If any plan or project involves training, the training part will be coordinated with the Director of Training through currently established channels.
- (2) In the preliminary stages of planning for activities which will involve training, personnel responsible for initiating a program, basic plan, or project, will consult the Office of Training through normal channels to obtain technical assistance and to alert that Office to the probable need for developing training support.
- (3) After the basic plan or project outline has been favorably reviewed by the approving authority (but prior to final approval) the Office of Training will be requested by memorandum to make technical review of the training aspects and give approval. *Insert here* The memorandum will include such of the following items as are pertinent and will indicate the degree to which the items have been developed at that time:
 - (a) A precise statement of the training objective(s) of the project.
 - (b) The planned courses of instruction designed to meet the training objective in terms of the elements listed in paragraph 4. b. (1) (b).
 - (c) The plans proposed for assessing trainees and for evaluating the instruction.
 - (d) The standards of proficiency to be established by instructors and maintained by trainees and the plan of action to be taken for personnel who fail to meet prescribed performance standards.
 - (e) The proposed training sites and the portion of the physical facilities at the site to be used for the training project.
 - (f) The organizational structure to conduct the training activity.
 - (g) The specific list of instructional materials required to support the training project.

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- (4) After technical review within the Office of Training the Director of Training will approve, or indicate exception and return the memorandum for normal processing in accord with established project review procedures. OK

b. For Conducting Training Activities;

- (1) Procedures involving line responsibilities remain unchanged for training presently conducted by other components of the Agency.
- (2) Periodic review of current projects and modifications, revisions, or expansions of approved basic plans or projects involving training support will be coordinated with the Office of Training by memorandum in the same manner and to the same extent as new plans or projects.
- (3) Technical review of existing training projects at other times will normally be accomplished by field inspections and on-the-spot review of training activities, training installations, or training programs. Such technical field inspections will occur after staff coordination by, and upon request from, the Director of Training.
- (4) Chiefs of Major Components will identify current training activities for the Director of Training upon his request.
- (5) Appropriate training materials to support training activities will be provided by the Director of Training through currently established procedures. [In the interest of improving the Agency training effort components which have developed training materials deemed valid for use by other Agency components are encouraged to make the materials available to the Director of Training, through currently established procedures, for wider use and distribution.]

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